



# **Town of Bristol, Rhode Island**

## ***Department of Community Development***

### ***Zoning Board of Review***

10 Court Street  
Bristol, RI 02809  
401-253-7000  
[www.bristolri.gov](http://www.bristolri.gov)

## **ZONING APPLICATION REQUIREMENTS AND INSTRUCTIONS**

**Deadline:** Zoning Board meetings are held on the 1<sup>st</sup> Monday of each month. If the first Monday is a holiday, the meeting will be held on the second Monday of that month. All applications must be submitted to and accepted by the Department of Community Development by the close of the business day Friday at least four weeks prior to a scheduled meeting. **In order to be accepted, an application must be found complete by the Zoning Officer.** A schedule of meeting dates and application deadline dates is posted in the Department of Community Development. The Zoning Board will accept a maximum of eight (8) applications per month. A legal notice advertising the public hearing must be posted in the local newspapers at least 21 (twenty-one) days prior to the meeting, and public hearing notices are mailed to all abutters. Board members are provided with a copy of each application and supporting materials prior to the scheduled meeting. This enables each member to review the application request and to visit the site prior to the hearing.

**Application:** All questions should be answered accurately and completely, and the petition must be signed. Written authorization from the property owner is required if the applicant is not the property owner. All applications must be accompanied by a project description that clearly explains the proposal, the requested relief (dimensional, use, or special use permit), and the grounds (need/hardship) for the request.

**Site Plans:** All applications must be accompanied by detailed plans or sketches, drawn to scale, depicting the proposed project. Plans must show building locations, property line and street locations, and any other details necessary to demonstrate both existing and proposed conditions and the requested zoning relief. Plans must clearly identify all dimensions of proposed structures, including height and distances from all property lines. Plans depicting new structures or additions to existing structures that would be located within any yard setback must be signed and stamped by a registered land surveyor.

**Detailed Narrative:** All applications must be accompanied by a detailed narrative describing the proposed development or project per question five (5) on page one (1) of the application. The narrative should clearly explain and describe the proposed activity and the grounds for the relief requested.

**Application Fees:**

Dimensional Variance (single or two-family dwellings; accessory structures; fences; signs)	\$125
Dimensional Variance (multi-family dwellings)	\$300 plus \$35 per unit
Dimensional Variance (commercial/industrial)	\$300
Use Variance	\$300
Special Use Permit	\$300

*Please make checks payable to: **Town of Bristol***

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**Decisions:** Once the Zoning Board has issued a decision, that decision must be prepared in writing and recorded in land evidence records to be final. This may take up to 30 (thirty) days from the date of the public hearing. There is a 20 (twenty) day appeal period from the day of recording on all decisions. Building permits may only be issued for a project after a decision has been prepared and recorded.

**Additional Information:** Copies of the Zoning Ordinance are available for review or purchase from the Department of Community Development. You may also view the Zoning Ordinance (*Chapter 28 of the Bristol Town Code*) online by visiting the Town's web site at [www.bristolri.gov](http://www.bristolri.gov). Department of Community Development staff are available to answer any questions you may have relative to the Zoning Ordinance or these application procedures.

**Contact Information:**

Edward M. Tanner, Zoning Officer at 401-253-7000 x128 or via email at [etanner@bristolri.gov](mailto:etanner@bristolri.gov)

Melanie Wolfe, Sr. Clerk at 401-253-7000 x147 or via email at [mwolfe@bristolri.gov](mailto:mwolfe@bristolri.gov)